



OFFICE OF THE PLACER COUNTY COUNSEL

CLAYTON T. COOK
COUNTY COUNSEL

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June 19, 2026

Don Elias
Post Office Box 6857
Auburn, CA 95604

Re: 2026 Biennial Agency Conflict of Interest Code Review

Dear Don Elias:

Due to a clerical error, the letter sent out on June 15, 2026, inadvertently omitted the 2026 Biennial Review instructions. Please disregard that letter, as this one includes all of the instructions needed.

The Political Reform Act requires every local government agency to review its Conflict of Interest Code every two (2) years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the appropriate disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address these requirements, then the code must be amended. Each local agency within the County must submit to the County Board of Supervisors a Biennial Notice indicating whether or not an amendment is necessary. Enclosed is the notice from the California Fair Political Practices Commission (FPPC) regarding this requirement, along with the 2026 Local Agency Biennial Notice. The FPPC offers an online workshop for agencies on this topic that is highly recommended.

Please note that, as required by law, we will be reviewing your Codes and Appendices mainly for three elements: 1) Designation of Filing Officer; 2) Designation of Employees; 3) Degree of disclosure required for each employee position. If these three elements are not clearly designated in your Conflict of Interest Code or Appendix, we will be asking you to amend them accordingly. **You are hereby notified** that you are required to **review** your Conflict of Interest Code and **submit** the enclosed Biennial Notice indicating that either amendments are required or no amendments are necessary.

Please provide all three of the documents listed below to this office no later than **August 3, 2026**

- 1) **Biennial Notice**
- 2) **Conflict of Interest Code**
- 3) **Organization Chart**

The Biennial Notice is available as a fillable form at www.fppc.ca.gov. You may fill out the Biennial Notice online and submit it, along with your Conflict of Interest Code and Organization Chart, electronically to CountyCounsel@placer.ca.gov. It would be most helpful if you returned the notice and your code as soon as possible to enable this office to do its work in the most efficient manner possible.

Please do not hesitate to call if you have any questions.

Very truly yours,

PLACER COUNTY COUNSEL'S OFFICE

By: _____
Danika McClelland, Deputy County Counsel

DM/sf
Enclosure